

SAN YSIDRO SCHOOL DISTRICT

TITLE: Information Systems Analyst
DEPARTMENT: Business
FLSA: Non-Exempt
REVISED: February 2016

REPORTS TO: Coordinator, Information Technology
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule Steps 20-24
Board Approved: June 23, 2016

BASIC FUNCTION: Under the direction of the Coordinator, Information and Technology, the Information Systems Specialist installs network hardware and software, maintains, repairs, and operates the district computer equipment; Maintain system documentation; and to do related work as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Assists in the installation, maintenance, and operation of local area networks, wide area networks, and other network related hardware/software.
- Install, upgrade, and maintain PC hardware (motherboards, hard drives, controllers, memory, etc.).
- Assists in staff development on hardware and software utilization for teachers, administration, and support staff. (scanners, printers, digital cameras, INTERNET, Windows related software, educational software, etc.).
- Assists in the development and maintenance of custom programs and associated documentation.
- Enters and verifies data related to various software systems.
- Prepares necessary reports on a timely basis.
- Performs other duties as assigned.
- Exhibits a professional demeanor in appearance, posture, grooming, dress and social decorum.
- Maintains a professional working relationship with other staff.
- Accepts constructive criticism and takes positive action, accordingly.
- Demonstrates ability to work cooperatively with others.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Operating systems (Novell, Unix, and MS/DOS).
- File organization and database techniques.
- Processing techniques and concepts.
- Computer systems from a user standpoint.
- Modern office methods, practices and procedures.
- Systems analysis and system design.
- Programming language's (COBOL, PASCAL, SQL, etc.).
- Internet and how it may be used in an educational setting.

ABILITIES:

- Prepare and operate equipment.
- Analyze complex technical data.
- Instruct personnel with various levels of knowledge of computer concepts.
- Diagnose/repair of cabling, PC's, and networking problems.

- Maintain a good working relationship with the public and fellow employees.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Must possess an Associate's degree in Computer Science or a closely related field;
- Minimum of one year of experience involving the installation, administration, and operation of local area networks.
- Additional education or experience, or a combination thereof, may be substituted as determined by the District.

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.